

**WEST HARTFORD-BLOOMFIELD HEALTH DISTRICT
UNAPPROVED SPECIAL BOARD MEETING MINUTES
WEDNESDAY, DECEMBER 8, 2021**

I. CALL TO ORDER

Meeting was called to order at 9:33 a.m.

Members Present: Matthew Hart, Scott Aronson, Seth Pitts, Phyllis Hyman, Tanya Barrett, Karen Harrington, and Stanley Hawthorne

WHBHD Staff Present: Aimee Krauss and Suzette Brown, Chris Hansen, Jayne Earhart and Sherri Jain

Guest Presenter: Auditor Mr. George Sinnamon

II. PUBLIC COMMENT

No Public Comment

**III. APPROVAL OF MINUTES OF THE BOARD MEETING SEPTEMBER 8, 2021
HRC, OCTOBER 7, 2021
SPECIAL BOARD MEETING, OCTOBER 14, 2021
HRC, NOVEMBER 4, 2021
HRC, NOVEMBER 23, 2021 APPROVAL**

Member Hart introduced a motion to pass which was seconded by Member Pitts. The motion passed unanimously.

IV. CHAIRPERSON'S REPORT INFORMATION

Member Hart provided brief comments on the budget discussion as well as the pandemic.

V. DIRECTOR'S REPORT INFORMATION

Director Krauss stated that WHBHD has increased the booster shot clinics, referring residents for Covid testing, and continues to offer support to the community. She mentioned hiring of public health nurses and utilizing the ELC-2 grant to hire a health educator. She shared that staff has been working on a community health assessment survey.

Member Aronson requested that, at the next Board meeting, a presentation be made to show the work that has been done in the community health area. Member Harrington requested if a report can be shared with the Board showing the number and/or percentage of positive cases in the district

VI. PRESENTATION OF THE WHBHD FISCAL YEAR 2020-2021 SINGLE AUDIT ACCEPTANCE

Mr. George Sinnamon made a presentation of his audit review. This included a 6-year fund balance history and indicated a large increase in the fund balance from 6/30/2020 to 6/30/2021. He attributed the difference primarily to the increase in grant funds (some unanticipated at the time the budget was passed) and an increase in licensing fees. Mr.

Sinnamon recommended that the Board consider including the actual numbers (revenue, expenditure, etc.) in the meeting when passing budget.

Members Scott and Hart engaged in a discussion with Mr. Sinnamon on the topics related to unassigned percentage of expenditure (what is an ideal %) and suggestions for future budget preparations. Mr. Sinnamon shared some differences between WHBHD and other health districts.

In conclusion, the audit is “clean” with no material findings.

Member Hart introduced a motion to pass which was seconded by Member Aronson. The motion passed unanimously.

VII. APPROVAL OF THE REVISED WHBHD FY 21-22 BUDGET APPROVAL

Director Krauss stated that the anticipated \$40,000 from Vaccine Equity Grant has not materialized and she will be asking for additional funds. She cited corrections she had provided to the auditor for the ELC grant. For 2021-2022 budget, she provided the following numbers as of 12/8/2021 –

Total Revenue -	\$2,159,677 ¹
Total Expenditure -	\$2,016,545
Fund Balance Transfer-	\$143,132

Member Hart introduced a motion to pass which was seconded by Member Harrington. The motion passed unanimously.

VIII. EVALUATION TOOL FOR REVIEW OF THE DIRECTOR OF HEALTH APPROVAL

Member Hart introduced a motion to pass which was seconded by Member Hyman.

Member Hart stated that the District is looking at developing a performance evaluation tool for the Director’s position which will be helpful and informative for both the employee as well as for the District. He read through the draft performance evaluation document that has been developed containing evaluation categories and a scoring scale.

Member Hart laid out the anticipated evaluation process starting with a self-assessment by the Director, review by HRC, members of full Board, presentation at the executive session and eventually leading to a summary statement for the personnel file. This statement will contribute to making adjustments in performance as well as compensation.

Several Board Members engaged in a discussion regarding concerns or suggestions, including gathering input from the community groups, public and employees in the process, on how to enhance the evaluation tool as well as the evaluation process so that it is interactive and leads to a healthy conversation with the Director.

Member Hart withdrew his motion and stated that a special meeting may be scheduled on this topic.

¹ Presented at the meeting as \$2,016,545. Later revised per Ms. Earhart’s to exclude fund balance transfer from revenue number.

IX. AUTHORIZATION OF THE DIRECTOR OF HEALTH TO UPDATE THE FEE SCHEDULE APPROVAL

Director Krauss summarized a document she had provided to the Board containing the proposed adjustment to the fee schedule. There was a brief discussion on the temporary event fees and when they apply to mobile vendors who are licensed to operate in both towns versus those vendors who are not licensed.

Member Hart introduced a motion to pass which was seconded by Member Harrington. The motion passed unanimously.

X. AUTHORIZATION OF THE DIRECTOR OF HEALTH TO ACCEPT FUNDING FROM THE DEPARTMENT OF PUBLIC HEALTH ON EPIDEMIOLOGY AND LABORATORY CAPACITY. FUNDING AMOUNT \$406,737.46 APPROVAL

Member Hart introduced a motion to pass which was seconded by Member Pitts. The motion passed unanimously.

XI. AUTHORIZATION TO RENEW THE MEHIP BENEFIT PLAN COVERAGE FOR THE APPROVAL PERIOD OF JANUARY 1, 2022 TO DECEMBER 31, 2022.

Director Krauss discussed changes to the medical insurance plan. She stated that with coverage changes, the new monthly cost for medical plan will be reducing from \$8,467.45 to \$7,188.83.

Member Hart introduced a motion to pass which was seconded by Member Harrington. The motion passed unanimously.

XII. AUTHORIZATION TO RENEW THE ANTHEM DENTAL BENEFIT PLAN COVERAGE FOR THE APPROVAL PERIOD OF JANUARY 1, 2022 TO DECEMBER 31, 2022.

Director Krauss discussed changes to the dental insurance plan. She stated that with coverage changes, the new monthly cost for dental plan will be reducing from \$1,081.19 to \$738.32.

Member Hart introduced a motion to pass which was seconded by Member Harrington. The motion passed unanimously.

XIII. OTHER BUSINESS

There was no other business.

XIV. ADJOURNMENT OF MEETING

The meeting adjourned at 11:21 am